

# **Office of the State Fire Marshal**

## **Washington State Patrol**

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### **National Fire Incident Reporting System 5.0**

### **Grant Application**

**2008 - 2009**

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**April 2008**  
**Michael G. Matlick, State Fire Marshal**  
**ANNOUNCEMENT**



The Office of the State Fire Marshal, through the Washington State Patrol, is inviting applications for funding to support increased participation in the National Fire Incident Reporting System 5.0 within Washington State.

## **I. GOAL**

The Office of the State Fire Marshal will award limited contracts in the amount of \$55,000 to migrate and/or increase fire departments and districts participating in the National Fire Incident Reporting System 5.0 (NFIRS).

The State Fire Marshal will provide funding to assist regions, counties, multi-agencies, or individual departments/districts in accomplishing this goal.

This funding may be used to provide any of the following to support NFIRS participation:

- hardware
- software
- internet connectivity
- training
- data-entry services
- other costs associated with migration or implementation of NFIRS 5.0

## **II. APPLICATION TIMEFRAME**

Applications must be received by the Office of the State Fire Marshal no later than 5:00 p.m. local time on June 1, 2008. Applications will be reviewed and selections will be made by June 17, 2008. Contract period will be July 1, 2008 through June 30, 2009. All contracts awarded through this grant must be expended by June 1, 2009. The Office of the State Fire Marshal may redistribute any funds that are not expended by this date.

## **III. ELIGIBILITY**

This grant program is open to statutorily authorized fire agencies, regional fire councils, and/or any combination of these organizations. Organizations may apply either individually, representing multiple agencies, as a county, or as a region.

Priority of funding will be given to applications in the following order:

- Emphasis on a regional level
- Emphasis on a countywide level
- Emphasis on a multi-agency level
- Emphasis on an individual department/district level

## **IV. FUNDS AVAILABLE**

Total funds available are \$55,000. You may submit an application for up to the full amount of available funds, but the Office of the State Fire Marshal reserves the right to partially fund applications.



## V. CONTACT

For additional information, applicants should contact Deputy State Fire Marshal Melissa Gannie at (360) 593-3917 or email [melissa.gannie@wsp.wa.gov](mailto:melissa.gannie@wsp.wa.gov).

## VI. APPLICATION SUBMITTAL

Application packages should be submitted to:

### Via Mail:

**Melissa Gannie, Deputy State Fire Marshal  
Office of the State Fire Marshal  
PO Box 42600  
210 11th Ave, Room 101  
Olympia WA 98504-2600  
Email: [Melissa.Gannie@wsp.wa.gov](mailto:Melissa.Gannie@wsp.wa.gov)  
Fax: (360) 596-3936**

## VII. APPLICATION PROCEDURE AND APPROVAL CRITERIA

### A. General Information Required in Application

Proposals should be legible, direct and concise and include the following:

- Application Cover Sheet (Exhibit A)
- Response to Questionnaire
- Line Item Budget (Exhibit B)
- Letters of support from partner agencies
- Internet Use Policy

### B. Contract Application Cover Sheet

Please complete the NFIRS 5.0 Contract Application Cover Sheet (Exhibit A). The Application Cover Sheet must be signed by an individual with the authority to enter into contracts for the applicant.

### C. Questionnaire

Please address the recognized needs and detail the manner in which proposed activities will be accomplished. The following elements must be included:

- (1) Needs Assessment: Document why you need funding based on an assessment of the level they are applying for (regional, county, multi-agency, or individual department/district). Please provide participating agency(s) current NFIRS status (not reporting, paper reporting, or NFIRS 4.1 reporting).
- (2) Measurable Objectives: Provide a timeline for your project. Included a schedule for any purchases and establish an implementation date no later than **October 1, 2008**.
- (3) Methods: Identify your partnerships and stakeholders, and explain how you will meet your objectives.
- (4) Evaluation: Explain how the objectives will be evaluated to determine the success and accomplishments of the program.



**D. Project Budget**

Please provide a line item budget. You may submit your project budget on Exhibit B, Line Item Budget, or provide one that follows the same format.

**E. Letters of Support from Partner Agencies**

If your application includes other agencies participation, please provide letter(s) of support from each partner agency.

**D. Internet Use Policy**

Provide copies of your agency's policy for the use of the Internet. If this application is for multiple agencies, please provide policies for each agency. Successful applicants will maintain and enforce an acceptable internet use policy that prohibits the accessing, viewing and/or downloading of material containing obscene or pornographic materials; information that denotes discrimination of age, gender, race, creed, color, religion, sensory, mental, or physical disability, national origin, or sexual preference; sexual harassment or sexual misconduct; personal political beliefs or political campaign activities; personal business interests; and any unlawful activity, including copyright and trademark infringement. This list of examples of prohibited access is not intended to be exhaustive, merely illustrative of prohibited activities.

**VIII. EVALUATION TEAM**

A review team consisting of staff from the Office of the State Fire Marshal will evaluate and rank proposals. The Office of the State Fire Marshal reserves the right to adjust the funding allocation during the duration of the grant pursuant to the terms of the grant. The Office of the State Fire Marshal may, at any time at its sole discretion and without penalty, reject any and all applications and/or issue no grant.

**IX. APPLICATION DEADLINE, LATE APPLICATIONS, WITHDRAWALS**

A. The Office of the State Fire Marshal must receive applications by 5 p.m. local time on June 1, 2008. Applications may be mailed, faxed, or emailed. If you are interested in receiving this notice electronically, please contact Deputy State Fire Marshal Melissa Gannie at (360) 596-3917 or [melissa.gannie@wsp.wa.gov](mailto:melissa.gannie@wsp.wa.gov) .

B. Applications being submitted electronically or by fax must be followed up with signed originals no later than June 10, 2008.

*Applications may be withdrawn at any time prior to award by written notice to the Office of the State Fire Marshal.*

**X. COMMUNICATIONS/INFORMATION/AUDITS**

A. All communications in reference to this application should be directed to Deputy State Fire Marshal Melissa Gannie at (360) 596-3917 or [melissa.gannie@wsp.wa.gov](mailto:melissa.gannie@wsp.wa.gov) .



- B. The Office of the State Fire Marshal shall audit the activities and expenditures of the awarded contracts.

**NOTE:** *Organizations receiving funding have an ongoing responsibility for the accountability of funds. This includes the accomplishment of objectives that are specifically stated in the contract.*

## **XI. APPROVAL**

The State Fire Marshal may approve contract applications for a lesser amount than requested. Applications will be evaluated using the application procedures and approval criteria. The State Fire Marshal will have final approval authority for all contract applications submitted under this program.

## **XII. GRANT REPORTING REQUIREMENTS**

A. Successful applicants will be required to submit the following reports via mail, fax, or email:

- (1). **NFIRS 5.0 DATA SUBMISSION** – NFIRS 5.0 data shall be forwarded to the Office of the State Fire Marshal each quarter. Data may be submitted through regular mail on a 3 ½ disk or CD, or as an email attachment.
- (2) **PROJECT REPORTS** – Are due on the following dates, and shall include a status update on NFIRS 5.0 progress:
  - . October 15, 2008
  - . January 15, 2009
  - . April 15, 2009
  - . June 15, 2009
- (3). **FINAL EXPENDITURE REPORT** – This report details all expenditures made during the contract period and indicates any funds not expended. The Final Expenditure Report must be submitted by June 1, 2009, or upon early completion of the contract.
- (4). **FINAL PROJECT STATUS REPORT** – This report must be submitted to WSP by June 30, 2009. The four elements required in this report include:
  - (a). **Evaluation:** This is your opportunity to provide feedback on your experienced use of NFIRS 5.0.
  - (b). **Success/Failures:** Describe successes and/or failures, and possible solutions.
  - (c). **Results/Outcomes:** How has this program impacted you.
  - (d). **Future:** Describe your future goals.

**NOTE:** *Organizations that do not fulfill all reporting requirements outlined in this announcement may be liable for repaying any grant money received.*



### **XIII. GENERAL PROVISIONS**

- A. **Cost of Application Preparation:** The WSP will not be liable for any costs incurred by the applicant associated with the preparation of the application.
- B. **Waiver of Minor Irregularities:** WSP reserves the right to waive minor irregularities contained in grant applications.
- C. **Failure to Comply:** Applicants are specifically notified that failure to comply with any part of the application may result in rejection of the application as non-responsive.
- D. **Authority to Bind the State of Washington:** The Chief of the Washington State Patrol and/or designated representatives are the only people who may legally commit the WSP to grant agreements resulting from this application. The grantee shall not incur, and WSP shall not pay, any costs incurred before a grant agreement is fully executed.
- E. **Public Disclosure:** Material submitted in response to this grant application shall become the property of the State of Washington. All applications received shall remain confidential until the grant(s), if any, resulting from this application is signed by WSP and the applicant; thereafter, the proposals shall be deemed public records as defined in RCW 42.17.250 to 340.



**Office of the State Fire Marshal  
Washington State Patrol**

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**National Fire Incident  
Reporting System 5.0**

**Contract Application Cover Sheet  
2008-2009**

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Organization: \_\_\_\_\_  
Point of Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

**Agencies Represented in Contract:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Funds Requested \$\_\_\_\_\_

**I CERTIFY TO THE BEST OF MY KNOWLEDGE THAT THE INFORMATION IN THIS  
APPLICATION IS TRUE AND CORRECT, THAT I AM AUTHORIZED TO SIGN AND  
SUBMIT THIS INFORMATION ON BEHALF OF THE APPLICANT.**

Signature \_\_\_\_\_

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**Office of the State Fire Marshal Use Only**

Date Received \_\_\_\_\_  
Date Reviewed \_\_\_\_\_  
Date of Reply \_\_\_\_\_

Received By \_\_\_\_\_  
Action Taken \_\_\_\_\_



## LINE ITEM BUDGET

Budget Category	Amount
A. Administration	\$ _____
B. Travel	\$ _____
C. Equipment	\$ _____
D. Supplies	\$ _____
E. Consultants/Contracts/Letters of Agreement	\$ _____
F. Scholarships	\$ _____
G. Computer/Hardware/Software	\$ _____
H. Course Delivery	\$ _____
I. Communications	\$ _____
J. Other	\$ _____
TOTAL	\$ _____



## BUDGET CATEGORY DEFINITION SHEET

- (A) **Administration** Costs included in this category are generally for basic operating costs such as postage, photocopying, general office supplies, etc.
- (B) **Travel** State travel regulations, as established by the Office of Financial Management, must be followed for all travel activities including, but not limited to, lodging, per diem, transportation, rental cars, air travel, mileage allowance, taxi fares, motor vehicle rentals, parking fees, ferry and bridge tolls, room rentals.
- (C) **Equipment** For the purpose of this contract application, equipment (other than computers, hardware or software) is defined as non-expendable property, having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit.
- (D) **Supplies** For the purpose of this contract application, supplies are defined as expendable equipment costing less than \$5,000, such as books, hand-held tape recorders, etc. Generally, supplies include any materials that are expendable or consumed during the course of the project.
- (E) **Consultants, Contracts, and Letters of Agreement** This category is to be used for all fees associated with a consultant, contracted services (including secretarial services) or letters of agreement. Whenever possible, all travel costs should be included in an agreed-upon total rate, in one invoice submitted by the contractor.
- (F) **Scholarships** This category is to be used for costs associated with providing regional scholarships to training sessions, conferences, or to provide regional representation at meetings on related subjects, to include their travel.
- (G) **Computer Hardware/ Software** This category is to be used for all computer, hardware or software purchases, regardless of cost or useful life time period.
- (H) **Course Delivery** All costs associated with the delivery of a course or a training session should be budgeted in this category (books, instructor fees, facility rental, etc.).
- (I) **Communication** This category is to be used for all costs incurred for any communication tool developed or in use, such as internet connections, or fax machine connections.

**Note:** *Budget Line Items, Supplies, Equipment, and Computer, Hardware and Software, are Subject to inventory accountability, as will be outlined in the Executed General Service Contract.*